



DEPARTMENT OF HUMAN RESOURCES
ONE UNIVERSITY WAY, SAN ANTONIO, TEXAS 78224
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Degree Verification Authorization Form

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PLEASE TYPE OR PRINT. Complete the form in its entirety as it applies to you and return to Human Resources by fax at (210)784-2056 or by email at pmorgan@tamusa.tamus.edu.

Job Title of Open Position:	Name (Last, First, Middle):	Gender:
Street Address:		City, State & Zip:
Social Security Number:	Home Phone:	Date of Birth:

EDUCATION

Name of College/University:	City/State:	Dates Attended: to	Date Degree Conferred:
Degree Received:	Major:	Name while attending (if different from above):	
Name of College/University:	City/State:	Dates Attended: to	Date Degree Conferred:
Degree Received:	Major	Name while attending (if different from above):	
Name of College/University:	City/State:	Dates Attended: to	Date Degree Conferred:
Degree Received:	Major	Name while attending (if different from above):	

I authorize, without liability, Texas A&M University-San Antonio (TAMU-SA) or any other entity authorized to access student records to obtain my educational background information, including by not limited to degrees of higher education and licensure as required by the position for which I have applied, at any time during my application process. I understand that if asked, I must supply an original transcript to validate hours of completion if I have not completed a degree program and if it is a requirement for the position for which I have applied. I understand this information will be used only for the evaluation for employment as outlined in TAMU-SA procedure 33.99.01.00.01 *Employment and Hiring Practices for Staff*. I certify that the information listed in this form and other supporting documentation is complete and correct. I understand that failure to fully complete the form or any misrepresentation of documented information made herein may void my application for employment, be grounds for termination of my current employment, and affect my eligibility for future employment with Texas A&M University-San Antonio.

Applicant Signature: _____

Date: _____